

# Clarke County

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**PLANNING COMMISSION  
BRIEFING MEETING MINUTES  
FEBRUARY 4, 2014**



A briefing meeting of the Planning Commission of Clarke County, Virginia was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Tuesday, February 4, 2014.

## **ATTENDANCE**

Present: Anne Caldwell, Vice Chair; Robina Bouffault, Randy Buckley, Scott Kreider, Doug Kruhm, Tom McFillen, Cliff Nelson, John Staelin and Jon Turkel.

Absent: George L. Ohrstrom, II, Chair and Chip Steinmetz

Staff present: Brandon Stidham, Planning Director; and Jesse Russell, Zoning Administrator.

## **CALL TO ORDER**

Vice Chair Caldwell called the meeting to order at 3:00 p.m.

The Commission reviewed the items on the agenda for the Planning Commission meeting of February 7, 2014.

The Commission also discussed old business items as follows:

- Staff notification to Planning Commission of pending matters for administrative approval. County Attorney Bob Mitchell was scheduled to appear to discuss this item but due to a conflict was unable to attend. This item was deferred to the regular meeting agenda when Mr. Mitchell can attend.
- Update from Site Plan Subcommittee, Establishment of Filing Deadlines for Rezoning, Special Use Permit, Site Plan, and Major Subdivision Applications. The Commission accepted the Subcommittee's recommendations with one change to require applicants to provide all new and revised materials within 10 days of a continued public hearing. Planning Staff indicated that a draft text amendment would be developed for the Commission's consideration in March.
- Update from Policy Subcommittee, Administrative Approval of 100-acre Lot Divisions and Boundary Line Adjustments. The Commission reviewed and accepted the Subcommittee's findings, and directed Staff to add the draft text amendment TA-14-02 to the regular meeting agenda to set public hearing. Additionally, the Commission agreed to work with Staff as a committee of the whole to address the issue of establishing a minimum agricultural lot size.

There being no further business to come before the Commission, the meeting was adjourned at 4:00 p.m.

Anne Caldwell

Anne Caldwell, Vice Chair

Brandon Stidham

Brandon Stidham, Planning Director